District Service Agreement Review Form
California Department of Education – Migrant, Indian and International Education Office
Year 3: 2004-2005

District Name: _____

Funding Level Regular Year:_____ **Funding Level Summer:**_____ **Regional Reviewer:** _____ _____ _____ Signature Title Date **Regional Fiscal Reviewer:** _____ _____ _____ Signature Title Date	**Satisfactory** _____ **Additional changes needed** _____

Using the checklist and the rubric, indicate whether or not the District Service Agreement (DSA) provides adequate information in each identified area. If a particular section of the DSA is not addressed or provides only partial information, please provide enough information in the applicable comment section(s) so that the problems can be identified and corrected.

Note: Regional Directors or its designee are required to utilize this form to ensure the completion of the required information on District Service Agreements at the regional level prior to submission for final approval to CDE, Migrant, Indian and International Education Office for final approval.

Pages 1/2   Cover Page/Signature Page
All information which is requested must be provided. Section is rated inadequate if not signed by the District Superintendent/ Signature of District Advisory Council President or Executive Board Officer shall sign application or designate Vice President or other Executive Officer. In the absence of officers, a majority of Parent Advisory Council members (50% + 1 PAC membership) shall vote a designated signatory member. Documentation of vote must be provided along with the application and/or if all boxes are not completed.

Adequate □

COMMENTS: **Inadequate** □

Page 3   Migrant Education District Demographic Profile   **Adequate** □
              All information which is requested must be provided   **Inadequate** □

COMMENTS:

Page 4   District Migrant Education Program Staffing Profile   **Adequate** □
              All information which is requested must be provided   **Inadequate** □

COMMENTS:

Page 5   Theme 1 Standards and Assessments Results
Should match student populations and grade levels on Page 3. The goal is 100% assessment of migrant student with some type of measure within the current school year.
Adequate □

Inadequate □

COMMENTS:

Inadequate	Adequate
Narrative does not/partially identify or offer evidence about migrant students most-at-risk by grade level and subject matter identified on Page 5. Description provides limited/no evidence about migrant students most-at-risk including: π A thorough analysis of P-K data results π Limited/no analysis of K- 12 data results π No information on high school graduates is provided including comparison of potential ready to graduate π Limited/no analysis of assessment data related to the out-of-school youth population π Limited/no explanation of process and criteria to determine which students will receive Priority for Services	Narrative provides a comprehensive description of migrant students who have been identified as most-at-risk by grade level and subject matter area identified on page 5. Description provides comprehensive thoroughly the rationale(s) about migrant students most-at-risk including: π A thorough analysis of P-K data results π A thorough analysis of K- 12 data results π A thorough analysis of high school graduates including comparison of potential ready to graduate π A thorough analysis of assessment data related to the out-of-school youth population π A thorough explanation of process and criteria to determine which students will receive Priority for Services
Summary Comments: _____ _____ _____ _____ _____ _____ _____ _____	Summary Comments: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

Inadequate	Adequate
Narrative does not/partially π Provides measurable objective identifying student performance outcomes, target dates and achievement measures through design instructional activities π Does the objective have target *growth* such as number or percentage an example is student academic growth π Does the objective have target *group* such as, 4th grade π Does the objective have assessment instrument use to measure growth π Describe the accomplishments or progress made π Provide measurable new objectives as appropriate π Describes the specific services and activities funded by Migrant education	Narrative comprehensively: π Provides measurable objective identifying student performance outcomes, target dates and achievement measures through design instructional activities π Does the objective have target *growth* such as number or percentage example student academic growth π Does the objective have target *group* such as, 4th grade π Does the objective have assessment instrument use to measure growth π Describes the accomplishments or progress made π Provides measurable new objectives as appropriate π Describes the specific services and activities funded by Migrant education
Comments: _____ _____ _____ _____ _____ _____ _____ _____	Comments: _____ _____ _____ _____ _____ _____ _____

Inadequate	Adequate
Narrative does not partially:	Narrative comprehensively:
π Provides measurable objective identifying student performance outcomes, target dates and achievement measures through design instructional activities	π Provides measurable objective identifying student performance outcomes, target dates and achievement measures through design instructional activities
π Does the objective have Target *growth* such as number or percentage example student academic growth	π Does the objective have Target *growth* such as number or percentage example student academic growth
π Does the objective have Target *group* such as, 4th grade et	π Does the objective have Target *group* such as, 4th grade et
π Describe the accomplishments or progress made	π Describes the accomplishments or progress made
π Provide measurable new objectives as appropriate	π Provides measurable new objectives as appropriate
π Describes the specific services and activities funded by Migrant education	π Describes the specific services and activities funded by Migrant education
Comments: _____ _____ _____ _____	Comments: _____ _____ _____ _____

Inadequate	Adequate

Narrative does not/partially:	Narrative comprehensively:
π Provides measurable objective identifying professional growth outcomes, target dates and achievement measures through design professional development	π Provides measurable objective identifying professional growth outcomes, target dates and achievement measures through design professional development activities
π Provides objective have target *growth* such as number or percentage	π Provides objective have target *growth* such as number or percentage
π Does the objective have target *group* such as, certificates staff	π Does the objective have target *group* such as, certificates staff
π Provide measurable new objectives as appropriate	π Provide measurable new objectives as appropriate
π Describe the accomplishments/progress made/need for change	π Describes the accomplishments/progress made/need for change
π Provide measurable new objectives as appropriate	π Provides measurable new objectives as appropriate
π Describe the specific services and activities funded by Migrant Education and other funding sources provide by the county(s) and /or districts	π Describes the specific services and activities funded by Migrant Education and other funding sources provide by the county(s) and /or districts
Summary Comments: _____ _____ _____	Summary Comments: _____ _____ _____

Inadequate	**Adequate**

Narrative does not/partially:	Narrative comprehensively:
ρ Provides measurable objective identifying parent involvement outcomes, target dates and achievement measures through design parent involvement activities	ρ Provides measurable objective identifying parent involvement outcomes, target dates and achievement measures through design parent involvement activities
ρ Provides objective that have target *growth* such as number or percentage	ρ Provides objective that have target *growth* such as number or percentage
ρ Does the objective have target *group* such as, parents	ρ Does the objective have target *group* such as, parents
ρ Denote if objectives were met with a yes or no	ρ Denotes if objectives were met with a yes or no
ρ Describe the accomplishments or progress made.	ρ Describes the accomplishments or progress made.
ρ Provide measurable parent objectives and activities funded by Migrant Education	ρ Provides measurable parent objectives and activities funded by Migrant Education
ρ Describe the specific services and activities funded by Migrant Education	ρ Describes the specific services and activities funded by Migrant Education
ρ Provides a parent involvement plan at the district or region level.	ρ Provides a parent involvement plan at the district or region level
ρ Does the parent involvement plan show how to advocate for the migrant child in school, how to meet parent responsibilities under Ed. Code 54444.4	ρ Does the parent involvement plan show how to advocate for the migrant child in school, how to meet parent responsibilities under Ed. Code 54444.4
Comments: _____ _____ _____ _____ _____ _____ _____	Comments: _____ _____ _____ _____ _____ _____

Inadequate	Adequate
Narrative does not/partially: π Provides measurable objective identifying health & support services outcomes, target dates and achievement measures through design health & support activities π Does the objective have target *growth* such as number or percentage health & support services π Does the objective target *group* such as health, dental et. π Describes if objective not meet are new health activities listed to meet the new objective π Denote if objectives were met with a yes or no π Describe the accomplishments or progress made π Provide measurable new objectives as appropriate π Describe the specific services and activities funded by Migrant Education and other funding sources provided π Does the plan include a year round health services plan	Narrative comprehensively: π Provides measurable objective identifying health & support services outcomes, target dates and achievement measures through design health & support activities π Does the objective have target *growth* such as number or percentage health & support services π Does the objective have target *group* such as health, dental et. π Describes if objective not meet, are new health activities listed to meet the new objective π Denotes if objectives were met with a yes or no π Describes the accomplishments or progress made π Provides measurable new objectives as appropriate π Describes the specific services and activities funded by Migrant Education and other funding sources provided π Does the plan include year round health services
Summary Comments: _____ _____ _____ _____ _____ _____ _____ _____ _____	Summary Comments: _____ _____ _____ _____ _____ _____ _____ _____ _____

Inadequate	Adequate
Narrative does not/partially:	Narrative comprehensively:
π Provides measurable objective identifying recruitment outcomes, target dates and achievement measures through design recruitment activities	π Provides measurable objective identifying recruitment services outcomes, target dates and achievement measures through design recruitment activities
π Does the objectives contain a target growth number or percentage of recruitment	π Does the objectives contain a target growth number or percentage of recruitment
π Outreach/community-based I & R for target groups (out-of-school youth)	π Outreach/community-based I & R for target groups (out-of-school youth)
π Are target *groups* identified such as 3-4 and 19-21 years	π Are target *groups* identified such as 3-4 and 19-21 years
π Describes the accomplishments or progress made	π Describes the accomplishments or progress made
π Provides measurable new recruitment objectives as appropriate	π Provides measurable new recruitment objectives as appropriate
π Describes district activities timeline outlining I & R activities throughout the year	π Describes district activities timeline outlining I & R activities throughout the year
π Does objectives identified community and/or school base activity	π Does objectives identified community and/or school base activity
Comments: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Comments: _____ _____ _____ _____ _____ _____ _____ _____ _____

Inadequate	Adequate

Narrative does not/ partially:
π Describes the method/procedures used for developing the initial Regional budget including coordination/communication among program and fiscal staff
π Describe the methods/procedures for revising/amending the Migrant Education Regional budget
π Describe the ongoing measures taken to ensure the regional budget is consistent with and supports program objectives
π Describe the regional monitoring schedule (e.g., weekly, monthly, etc)
π Describe the regional staff responsible for monitoring activities
π Describe the method/procedures used to take into account the availability of other funds that a local operating agency may leverage to provide services to migrant children. To describe the method/procedures the region must adhere to one of the following options:
  - May describe an examination of the funding levels of programs that the local operating agency conducts and that are available to migrant children, or evaluate the availability of other Federal, State, or local funds by collecting data on per-pupil expenditures.
  - Alternatively, a LEA may describe/consider this factor by collecting data on the programs and/or services that are available and offered to migrant children in a local operating agency
	Narrative comprehensively:
	π Describes the method/procedures used for developing the initial Regional budget including coordination/communication among program and fiscal staff
	π Describes the methods/procedures for revising/amending the Migrant Education Regional budget
	π Describes the ongoing measures taken to ensure the regional budget is consistent with and supports program objectives
	π Describes the regional monitoring schedule (e.g., weekly, monthly, etc)
	π Describes the regional staff responsible for monitoring activities
	π Describe the method/procedures used to take into account the availability of other funds that a local operating agency may leverage to provide services to migrant children. To describe the method/procedures the region must adhere to one of the following options:
	  - May describe an examination of the funding levels of programs that the local operating agency conducts and that are available to migrant children, or evaluate the availability of other Federal, State, or local funds by collecting data on per-pupil expenditures.
	  - Alternatively, a LEA may describe/consider this factor by collecting data on the programs and/or services that are available and offered to migrant children in a local operating agency

Comments: _____ _____ _____ _____ _____	Comments: _____ _____ _____ _____

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_____ | _____
_____ |

Pages 14 and 15   Budget Page and Lease Agreement
The Budget Page requires BOTH signatures from the District Superintendent or
Designee, and a Parent Advisory Committee President or Designee. Adequate completion of all necessary budget/forms are required.

Adequate □
Inadequate □

COMMENTS:

Page 16   Documentation of Coordination and Collaboration   UPDATE
Reflect key stakeholders—including migrant parents, administrator, teacher, other school personnel, community in the involved in the planning, development, and review of the district service agreement. The collaboration reflected on this page should help ensure the availability of funds from other state and local programs. One of these parents should also have signed

Adequate □
Inadequate □
NA □

COMMENTS:

Page 17   Status of District Standards and Assessments   UPDATE   Adequate □
Assessment Tools: Should reflect student populations and grade levels identified on Page 3 (Demographics)   **Inadequate □**

NA □

COMMENTS:

Page 18   District Migrant Parent Advisory Council Membership Roster   UPDATE
Roster should reflect that 2/3 of the members of the Parent Advisory Council are parents of migrant students
and Signature of District Advisory Council President or Executive Board Officer shall sign application or designate Vice President or other Executive Officer. In the absence of officers, a majority of Parent Advisory Council members (50% + 1 PAC membership) shall vote a designated signatory member. Documentation of vote must be provided along with the application and/or if all boxes are not completed.

ALL information is provided

Adequate □

Inadequate □
NA □

COMMENTS:

ASSURANCES

The ASSURANCES do NOT need to be attached for the Year 3 submission. However, the Regional Office must ensure that the DISTRICT IS IN RECEIPT OF THE ASSURANCES and that the SIGNATURE PAGE corresponds to the 2004/2005 year**.** The original signature should be kept on file at the Regional office. ASSURANCES ARE ACCEPTED as the basic conditions in the operation of the project/ program for local participation and assistance.

DSA Guidance Attachment   **Funding and Governance – Fiscal Profile and Migrant Education Resources**

Important Note: The district's budget must be consistent with and support program objectives and Migrant Education activities. While a fiscal profile is not part of the District Service Agreement, it is critical that budget line items reflect information that is provided in the plan. If a review of the budget reveals that the required alignment of budget and plan is not clear then additional information will be required on Theme 5 [see Fiscal Profile and Migrant Education Resources page in the District Service Agreement Guidance Document]

π Fiscal Profile and Migrant Education Resources Form Required/Please complete the attached form

4/04